

Chesapeake Bay Program – Meeting Operations Best Practices for GIT 6 *Beyond 2025* Charge

Objective: Compile or draft a collection of best practices and standard operating procedures (SOPs) for meeting operations across the Chesapeake Bay Program. These practices will help promote consistency, transparency, and effectiveness across teams and workgroups.

Guiding Questions

Existing Resources

1. Are there any existing SOPs, templates, or documented best practices currently used by workgroups, GITs, or other CBP teams for planning or running meetings? (including guidelines for web content)
2. What tools or platforms (e.g., Google Docs, MS Teams, SharePoint) are used for organizing meeting logistics and information?

Agenda Planning & Meeting Design

3. How are agendas developed and who contributes?
4. What makes a meeting agenda effective?
5. Are there best practices around pre-meeting coordination and prep?

Facilitation & Participation

6. What practices support inclusive and effective facilitation?
7. How are roles (facilitator, notetaker, timekeeper, etc.) assigned or rotated?
8. How do you ensure balanced participation during a meeting?

Public Engagement & Transparency

9. How do we engage stakeholders or the public in meetings?
10. Best practices and/or challenges to incorporating public feedback periods?
11. How is transparency maintained in decisions and discussions?

Documentation & Follow-up

12. How are decisions, action items, and next steps captured?
13. Where/how are meeting notes stored/shared?
14. What helps ensure follow-through on decisions or deliverables?

Evaluation & Continuous Improvement

15. Are meetings ever evaluated for effectiveness? Mechanisms for feedback?
16. Have you changed practices based on feedback or lessons learned?

Anticipated Deliverables:

- A list of existing resources (documents, SOPs, tools, templates).
- A summary of best practices organized by topic (agenda setting, facilitation, etc.).
- A list of gaps or areas needing new SOPs or guidance.